

Procurement Modernization Commission

Workforce Workgroup Minutes

Thursday, May 5th, 2016

10:00 AM

A. Participants:

Gail Bassette – Secretary, DGS
David Brinkley – Secretary, DBM
Gabriel Gnall –Procurement Advisor, BPW
Rachel Hershey –Procurement Supervisor, DBM
Kevin Igoe – Chief of Staff, DBM
Sheila McDonald –Executive Secretary, BPW
John Molnar – Integrity Consulting
Janice Montague –GOMA
Suzette Moore –Assistant Secretary, DGS
Marc Nicole- Deputy Secretary, DBM
Merril Oliver – Governor’s Grants Office (GGO)
Devan Perry -BPW
Eileen Straughan – Straughan Environmental, Inc.
Jamie Tomaszewski- Chief of Procurement, DBM

B. Minutes:

1. The meeting commenced at 10:05 a.m. with updates from Workgroup members on the following assigned action items from the 4/13/2016 Workgroup meeting:
 - a. Procurement Manual and Best Practices. DBM reported on the Procurement Manual and Best Practices research, distributing a handout of links to other procurement manuals from other states and noting that many states have some easily accessible manual. Workgroup participants suggested organizing the manual according to the structure provided by the Code of Maryland Regulations (COMAR) Title 21, filling in the descriptive information provided by COMAR (i.e., what Maryland procurement is) with prescriptive information (i.e., how to conduct procurements in Maryland). It was noted that some of the procurement manuals perceived to have the best content and organization came from states including Massachusetts, Minnesota, Virginia, and Washington that were identified as top procurement states in a March 2016 *Governing* magazine article titled “Purchase Power” by Liz Farmer. It was suggested that the workgroup members compare the scope of work in an existing Request for Proposals for a procurement manual (issued by the BPW in March 2015 and subsequently canceled due to inadequate response) with procurement manuals from other states to identify content and organization that Maryland would like to include in its manual. Comments from Workgroup participants will be due to DBM prior to the next workgroup meeting to be compiled and distributed for discussion.

- b. and c. Compensation and Training.** DBM and Merrill Oliver of the Governor's Grants Office then reported that a meeting to discuss salary classifications and procurement training resources had been set-up with the National Association of State Procurement Officials (NASPO) and the National Contract Management Association (NCMA) to discuss surrounding states' and the federal government's classification and compensation of procurement jobs. The meeting, conducted via conference call, will be held on May 24th. National benchmark information collected from the NASPO/NCMA meeting would be used to identify compensation and training deficiencies in light of industry standards. Particular attention will be paid to compensation structures in neighboring states and Maryland counties as they are in direct competition with Maryland for qualified procurement staff.
 - c. Centralized Procurement Homepage.** Workgroup participants reported on further development of the idea of a public face for Maryland procurement, which had been introduced at the 4/13/2016 Workgroup. Workgroup participants discussed posting the procurement home page with a Maryland.gov address, as suggested by the Lt. Governor, with links to vendor and employee training, the procurement manual, other resources, and *eMaryland Marketplace* (eMM). eMM would likewise have a link to the Maryland procurement homepage. It was suggested that eMM could then have several tiers of access - one for vendors participating in certain procurements where vendors could not only participate in the procurement process but also make updates to vendor information and tax clearances, etc., one for the public searching for information on various bids, and one for state employees conducting the procurements. Workgroup participants identified existing vendor training to assist MBEs and small business in navigating the procurement process to be collected and posted on the future webpage. The Workgroup distinguished its interest determining content for a procurement homepage from the technology improvements needed for eMM.
- 2.** The meeting continued with general discussion on the Workgroup priorities and action items. Workgroup participants recognized the need for a gap analysis of the Code of Maryland Regulations (COMAR) with industry standard best practices to establish a baseline determination of where Maryland procurement practices are deficient and need improvement. Workgroup members suggested that information collected during the NASPO conference call may assist in the gap analysis process.
- 3.** Discussion concluded with the determination and assignment of next steps as follows:
 - a.** Meet with NASPO and NCMA to get information on job classifications and survey job classification information in Maryland counties and neighboring states. *Merrill Oliver, Jamie Tomaszewski, Gabe Gnall, Suzette Moore, and Cindy Kollner;*
 - b.** Collect information and training modules for procurement homepage. *Jamie Tomaszewski, Rachel Hershey, Janice Montague, and Suzette Moore;*

- c.** Compare BPW's Procurement Manual RFP with procurement manuals from other states to identify additional content to include in Maryland procurement manual. Comments to be emailed by May 23rd to Jamie Tomaszewski (Jamie.tomaszewski@maryland.gov) with a copy to Rachel Hershey (rachel.hershey@maryland.gov). *All participants*; and,
- d.** Gap analysis, starting with a determination of factors affecting Maryland's procurement ranking in Governing magazine article. *Merrill Oliver, with assistance from Jamie Tomaszewsk, and Gabe Gnall.*

C. Next Workforce Workgroup Meeting:

- a.** Wednesday, June 1, 2016, at 10 a.m.,
- b.** Same location: DBM, 45 Calvert Street, Room 158, Annapolis, MD 21401